

### **LEGAL SECRETARY III**

Code No. 4-05-134  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level legal secretarial position responsible for performing secretarial work and routine legal clerical tasks designed to assist attorneys. The work is performed in accordance with well established procedures and policies with detailed instructions given for new or more complex assignments. Duties involve operating a variety of office equipment in typing confidential legal documents including, but not limited to, an electronic work station and transcription equipment. This position differs from Legal Secretary II by virtue of typing documents but not independently preparing them and the performance of less complex work that is more closely supervised and requires less independent judgment. The employee reports directly to, and works under the general supervision of an attorney, administrator, Legal Secretary I or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Types legal papers such as contracts, complaints, summonses, motions, petitions, judgments, orders, claims, leases, etc.;

Types letters, correspondence, referrals, resolutions and legislation;

Operates a variety of office equipment in typing correspondence and legal documents;

Proofreads typewritten materials for spelling, grammar and punctuation;

Maintains confidential, litigation and general office files;

Maintains confidential client history and case control cards;

Responds in person and via telephone to routine inquiries;

Acts as receptionist for attorney, greets visitors and schedules appointments.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of legal office terminology, practices, and procedures; good knowledge of legal terminology, legal papers, and format of legal correspondence; good knowledge of English grammar and usage; organizational ability; ability to operate a computer and transcription equipment at a satisfactory rate of speed; ability to utilize word processing, database and spreadsheet software; ability to respond accurately to routine inquiries; ability to type legal forms and correspondence; ability to proofread written material for spelling, grammar and punctuation; ability to deal effectively with elected officials, administrators, contractors, clients, attorneys and the general public; ability to communicate orally and in writing; ability to follow oral and written directions; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) One (1) year paid full-time or its part-time equivalent office secretarial, clerical, or paralegal experience\*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university, or school of business or business institute with an Associate's degree or Certificate in Secretarial Science, Office Management, Office Administration, Office Technology, Administrative Assistant or Support Services, Legal Studies, Law and Legal Studies, Legal

- Support and Services, Paralegal Studies or any other secretarial, office management, or legal studies field; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*Paralegal experience can include cooperative education (co-op) or internship experience (paid or unpaid).

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**ADOPTED:** August 31, 1989

**REVISED:** May 9, 1996

**REVISED:** May 9, 2013

**REVISED:** August 28, 2013

**REVISED:** October 5, 2017